

# How to Register and Logon to STARS

**NOTE: Once you have installed Citrix on to your computer, you will not have to do it again.**

**EIN #**

## STEPS

1. [www.azgu.gov](http://www.azgu.gov)
2. STARS Button
3. Install
4. [www.stars.azgu.gov](http://www.stars.azgu.gov)
5. Log In, EIN #, Password
6. STARS Application

## INSTRUCTIONS

1. You will need to logon to the internet and go to **www.azgu.gov**  
This is the web site for AzGU (Arizona Government University).
2. At the bottom left of the home page, you will see the **STARS Button**. Click on the **STARS Button**.
3. On this new screen, you'll see on your left 10 different buttons. Click on the **Install** button, a Security Warning will appear as will two additional pop up windows.
  - a. **Say yes to all three.** Once you are finished you will need to **exit** out of the AzGU web site.
4. Log back on to the AzGU web site ([www.stars.azgu.gov](http://www.stars.azgu.gov))
5. Now click on the Login button. The system will ask for your username and password. Your username will **ALWAYS** be your Employee Identification Number (EIN). For the **first time only**, your password will be your EIN number. The system will ask you to change it. Choose a password that is easy for you to remember. Once that is completed the system will take you to a different screen.
6. The next screen is STARS Applications, click on the STARS folder and it will open STARS.

**If you have any questions or concerns you can call:  
Heather Underwood or Mannie Ramirez at 602-542-6229.**